

Criminal Record Checks

The Board of Education requires anyone offered employment with the School District to undergo a Criminal Record Check as a condition of employment. The Board may also require that persons who volunteer to work with students to undergo a Criminal Record Check.

Employees

A criminal record check is mandatory for anyone employed by the Board of School Education. Any fees resulting from a Criminal Record Check is the responsibility of the employee.

While a criminal charge or conviction will not necessarily preclude employment with the Board, criminal charges or convictions that are found to be related to the employment or intended employment may result in the termination of employment or the loss of an employment opportunity.

All employment with the School District will be conditional upon a satisfactory Criminal Record Check.

Employees and prospective employees who are subject to the Criminal Records Review Act must authorize a Criminal Record Check in accordance with that Act.

It is the sole responsibility of employees to give consent for the disclosure of criminal record information and to submit their consent for processing in accordance with the instructions from the Human Resources Department.

Volunteers

Principals or supervisors who use volunteers, whose participation in a school activity may involve unsupervised access to students, are responsible for ensuring that volunteers report to the Mission detachment of the RCMP to complete a Consent for Disclosure of Criminal Record Information for processing by the RCMP.

- All persons offering to serve as volunteers will be screened by the Principal or designate to determine the basis for the person's interest. This screening will also help to determine the person's skills and talents establish their potential contributions to the school and help to determine an appropriate placement.
- Volunteers will complete the **School Volunteer Application** form and submit it to the School Principal. Volunteer drivers must also complete the **Volunteer Driver** form.
- Volunteers who may be alone with students, without the near company of school district employees, will be asked to undertake a Criminal Records Check. It is the responsibility of the school administration to initiate the criminal record check process for volunteer workers.
- Activities where a Criminal Records Check is required for volunteers include, but not limited to, coaching school teams; accompanying students on overnight field trips; and driving students to and/or from school sponsored events in accordance with the **Field Trips Administrative Procedure #209**.
- A Criminal Records Check may be required for other events when deemed necessary by the Principal.
- All School Volunteer Applications and Criminal Record Checks will be held in strict confidence. Should the Volunteer Application or Criminal Record Check reveal information which indicates that employees may be exposed to a risk of violence; these employees will be informed according to WorkSafe BC Regulation 4.30.

- Processed Consent for Disclosure of Criminal Record Information will be returned to the district office by the RCMP. A central database of all processed forms will be maintained by the district office. Schools will be provided a report of their volunteer listing on an annual basis and/or as requested.
- Principals will be advised by the district office, without undue delay, of the results of the RCMP processed Criminal Record Check.
- Based upon information received on the Volunteer Application on the 'Consent for Disclosure of Criminal Record Information', applicants may be contacted for further information regarding suitability.

Date Adopted: October 2000

Date Amended: October 2003

Legal Reference: Criminal Records Review Act

Cross Reference: [Field Trips Administrative Procedure #209](#)